

Contract Appeals Board (AF0)

The mission of the Contract Appeals Board is to provide an impartial, expeditious, inexpensive and knowledgeable forum for redressing and resolving contractual disputes between the District and the contracting communities. The Board is a quasi-judicial body authorized to hear: 1) all claims brought by contractors against the District government arising out of or related to a contract; 2) all protests against contract solicitations and awards by actual prospective bidders; 3) all appeals of suspensions or debarments of contractors; and 4) all appeals from the denial of interest payment claims under the Quick Payment Act.

| | |
|--|------------------------|
| Agency Director | Lorilyn Simkins |
| Proposed Operating Budget (\$ in thousands) | \$741 |

| Fast Facts | |
|---|---|
| <ul style="list-style-type: none"> The proposed FY 2001 operating budget is \$741,020, an increase of \$54,020 over the FY 2000 budget. There are six full-time equivalents (FTEs) supported by this budget. | <ul style="list-style-type: none"> During FY 2000, the agency will resolve protests within 60 business days in compliance with the requirements of the Procurement Reform Amendment Act. The Contract Appeals Board will publish all its decisions in the D.C. Register and the electronic legal services of Westlaw and Lexis. |

FY 2001 Proposed Budget by Control Center

The basic unit of budgetary and financial control in the District's financial management system is a control center. The Contract Appeals Board is comprised of one control center that serves as the major component of the agency's budget.

FY 2001 Proposed Budget by Control Center

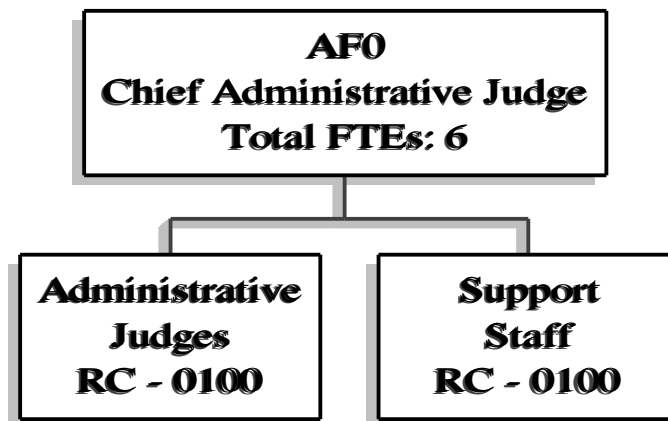
(Dollars in Thousands)

Contract Appeals Board

| Control Center | Proposed FY 2001 Budget |
|-----------------------------|-------------------------------|
| 1000 CONTRACT APPEALS BOARD | 741 |
| AF0 Contract Appeals Board | 741 |

Agency Overview and Organization

The Contract Appeals Board is responsible for hearing all contractual disputes between the District and contractors. The Procurement Reform Amendment Act of 1996 passed by the District of Columbia, Council in December 1996 became effective on April 12, 1997. The Act expanded the Board's jurisdiction to include all independent agencies except the District of Columbia Courts, the Financial Responsibility and Management Assistance Authority, the Sports Commission, the Housing Finance Agency, and the D.C. Retirement Board. The Act generally prevents agencies from awarding contracts if a protest has been filed; requires the Board to decide challenges to the suspension of contracts, within ten business days after the protester has responded to the Chief Procurement Officer's Determination and Finding that urgent and compelling circumstances exist for the contract performance to proceed; and to decide all protests within 60 business days. The Board is comprised of one Chief Judge, three judges and two support staff.



FY 2001 Proposed Operating Budget

The Contract Appeals Board's Operating Budget is composed of two categories: (1) Personal Services (PS), and (2) Nonpersonal Services (NPS).

Within the PS budget category are several object classes of expenditure such as regular pay, other pay, additional gross pay, and fringe benefits. Within the NPS budget category are several object classes of expenditure such as supplies and materials, utilities, communications, rent, other services and charges, contractual services, subsidies and transfers, equipment and equipment rental, and debt service.

Authorized spending levels present the dollars and related full-time equivalents (FTE) by revenue type. Revenue types include: Local (tax and non-tax revenue not earmarked for a particular purpose); Federal (revenue provided by the federal government to support federally established programs or grants for a particular purpose); Private and Other (charitable contributions and fees from fines, etc); and Intra-District (payments for services provided by one District agency to another District agency).

FY 2001 Proposed Operating Budget

(Dollars in Thousands)

Contract Appeals Board

Contract Appeals Board

| Object Class | FY 1999 Unaudited | Budget FY 2000 | Proposed FY 2001 | Variance | | | | |
|--|----------------------|-------------------|---------------------|----------|------|---------|------|---------|
| Regular Pay -Cont. Full Time | 394 | 443 | 483 | 40 | | | | |
| Fringe Benefits | 56 | 63 | 63 | 0 | | | | |
| Unknown Payroll Postings | 0 | 0 | 0 | 0 | | | | |
| Subtotal for: Personal Services (PS) | 450 | 506 | 546 | 40 | | | | |
| Supplies and Materials | 5 | 9 | 9 | 0 | | | | |
| Telephone, Telegraph, Telegram | 4 | 6 | 6 | 0 | | | | |
| Rentals - Land and Structures | 126 | 134 | 148 | 14 | | | | |
| Other Services and Charges | 5 | 28 | 28 | 0 | | | | |
| Contractual Services - Other | 0 | 0 | 0 | 0 | | | | |
| Equipment and Equipment Rental | 4 | 4 | 4 | 0 | | | | |
| Subtotal for: Nonpersonal Services (NPS) | 144 | 181 | 195 | 14 | | | | |
| Total Expenditures: | 594 | 687 | 741 | 54 | | | | |
| Authorized Spending Levels by Revenue Type: | | | | | | | | |
| | FTEs | Dollars | FTEs | Dollars | FTEs | Dollars | FTEs | Dollars |
| Local | 6 | 594 | 6 | 687 | 6 | 741 | 0 | 54 |
| Total: | 6 | 594 | 6 | 687 | 6 | 741 | 0 | 54 |

Agency Funding Summary

The proposed FY 2001 operating budget *for all funding sources* is \$741,020, an increase of \$54,020, or 7.9 percent, over FY 2000 approved budget. The Contract Appeals Board receives 100 percent of its funding from local sources. There are six FTEs supported by this budget.

- **Local.** The proposed *local* budget is \$741,020, an increase of \$54,020. Of this increase, \$40,020 is in personal services, and \$14,000 is in nonpersonal services. There are six FTEs supported by local sources.

The change in personal services is comprised of:

- \$30,361 increase for the 6 percent pay raise for non-union employees
- \$9,659 increase for step increases

The change in nonpersonal services is comprised of:

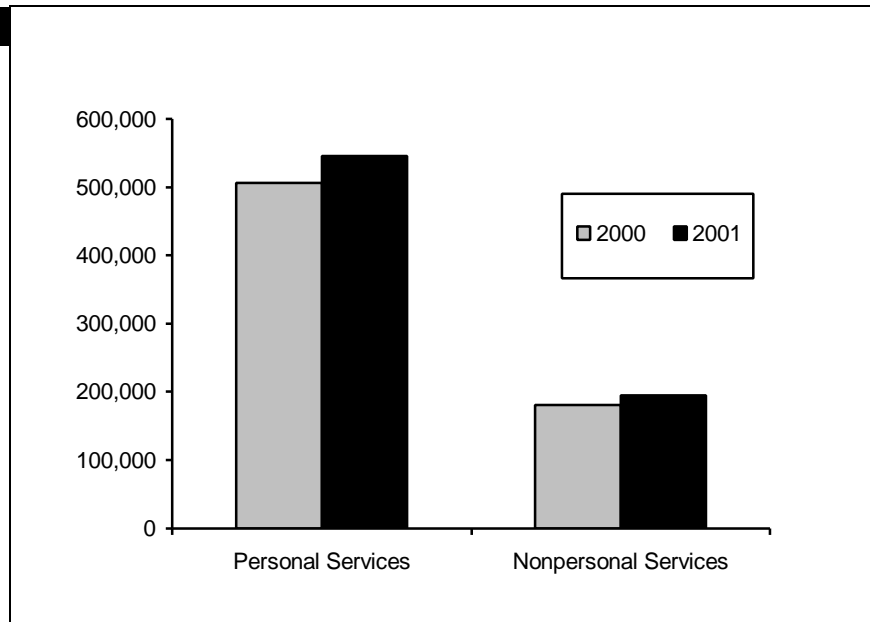
- \$14,000 increase for rent costs based on OPM estimates

Figure 1

FY 2001 Proposed Budget Includes an Increase for PS and NPS

Personal Services increased by 7.9 percent, from \$506,288 in FY 2000 to \$546,308, in FY 2001.

Nonpersonal services increased by 7.7 percent, from \$180,712 to \$194,712, due to an increase in rent.



Occupational Classification Codes

Occupational Classification Codes (OCC) are used by federal agencies like the Bureau of Labor and Census Bureau, as a way of classifying workers into eight major occupational categories for the purpose of collecting, calculating, or disseminating data. The Contract Appeals Board workforce is divided among two occupational classification codes.

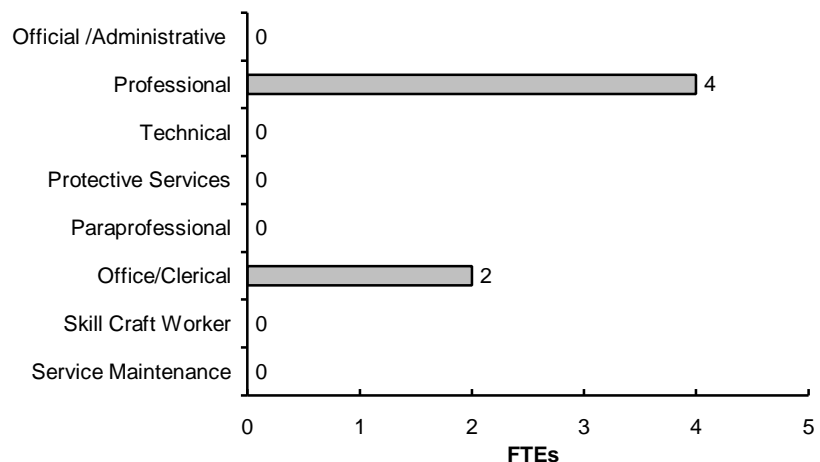
Agency FTEs by Occupational Classification Code

| OC Code | FTEs in FY 2001 |
|--------------------------|-----------------|
| Official /Administrative | 0 |
| Professional | 4 |
| Technical | 0 |
| Protective Services | 0 |
| Paraprofessional | 0 |
| Office/Clerical | 2 |
| Skill Craft Worker | 0 |
| Service Maintenance | 0 |
| Total | 6 |

FTE Analysis

Agency FTEs by Occupational Classification Code

The Contract Appeals Board is an administrative agency. Of the total FTEs, 66 percent are Professional. The other 34 percent are Office or Clerical employees



Performance Goals and Targets

GOAL

Improve Service Delivery to Citizens: The Board has initiated an Alternative Dispute Resolution Program that permits early intervention in cases, allows litigants to have an informal "mini-trial" with a Board judge providing perspective on the strengths and weaknesses of a claim. The Board will only use this technique when both parties agree. The use of this technique will save considerable time and money for claimants who wish to get an expert opinion of their claim and can save the District time and money in deciding what claims to negotiate.

MANAGER:

SUPERVISOR: Lorilyn E. Simkins, Chief Administrative Judge, Contract Appeals Board

| PERFORMANCE MEASURES | TARGET | |
|--|--------|------|
| | FY00 | FY01 |
| Percent of protests resolved in 60 business days | 80 | 80 |
| Percent of docketed appeals resolved | 25 | 25 |